**Cover Letter for 2020 Summer Internship at Byrne Wallace**

57 Kenilworth Square South Rathgar, Dublin 6  
083 4033 662 j.ord23@hotmail.com

Ms. Loftus

HR Manager

Byrne Wallace

88 Harcourt Street

Dublin 2

Dear Ms Loftus,

My name is Jordan Kochanski. I am a final year law undergraduate at Maynooth University. I am motivated and hungry to thrive in the world of commercial law. I am diligent, conscientious and have an analytical and meticulous eye for detail. I am also extremely personable and always friendly with clients and colleagues alike. I am writing to you today to demonstrate why I would be a perfect match to join the team at Hayes Solicitors.

**Experience in a Commercial Firm**

During my study abroad year in Sydney, I managed to obtain an internship in a sizeable commercial law firm called Carroll and O’Dea Lawyers. I worked closely under the wing of one of the name-partners, Adrian O’Dea. His team was called the Adrian O’Dea team and specialised in commercial litigation. My tasks included researching precedents and relevant statutory authorities to help our case or to undermine the value of our opponent’s case, writing case notes on the particular facts and the relevant research that I had previously conducted, and observing court hearings.

**Our Directions Align**

I have known since I started my undergraduate course that I wanted to practice in the commercial world of law. One of the main reasons I want to join the team at Byrne Wallace is the vast array of areas proffered within commercial law. Two areas that interest me in particular are employment law and licencing. These are two areas that I studied in college and I would like to learn about them in much greater detail. I think Byrne Wallace would be an ideal place to do this.

I know I would always be excited to start a new day at Byrne Wallace as an intern. Furthermore, I know that I would receive quality training at Byrne Wallace considering it is well established as one of the country’s top firms. Similarly, I would work tirelessly to help the firm maintain excellence.

**Interpersonal Skills and Loyalty**

I have worked part time as a waiter for 7 years in a high-profile restaurant in town called ‘Le Bon Crubeen’ to provide me with the funds to get through college. It is by no means the career path for me or one I ever considered on a permanent basis, but it has helped me endlessly in developing my interpersonal skills and constantly requires me to engage with both customers and colleagues. I love to socialise and meet new people because I believe that something can be learnt from everybody.. I have proven my loyalty to the restaurant by working there for so long and would love the chance to prove my loyalty at Byrne Wallace as well.

I look forward to receiving your response and I would love to meet and further discuss how my experience and abilities make me a perfect match for Hayes Solicitors. Please find my CV attached below. Thank you for your time and patience.

Yours sincerely,

Jordan Kochanski.

**JORDAN KOCHANSKI CURRICULUM VITAE**

57 Kenilworth Square South, Rathgar, Dublin 6

+353 83 4033 662, j.ord23@hotmail.com

**Professional Summary**

Motivated and hungry to flourish in the world of commercial law. Diligent and conscientious with a meticulous and analytical eye for detail. Personable and ever-friendly with colleagues and clients alike.

**Experience  
Intern  
Carroll O’Dea –** Elizabeth Street, Sydney, NSW

* Writing case notes
* Conducting research
* Aiding mediations
* Observing court hearings

**Waiter  
Le Bon Crubeen Restaurant**- Dublin

* Taking orders from customers
* Quick problem solving
* Leading functions and parties
* Opening and closing the restaurant
* Engaging with customers
* Learning to thrive under pressure
* Adapting to new situations and environments

**Duty Manager  
Redline Kitchen & Taphouse** – Forest Lodge, NSW

* Decision making and leading
* Taking care of customers
* On the spot problem solving
* Cashing up the till
* Managing employees

**Education  
Bachelor of Laws International (LLB)**

Maynooth University, Maynooth, Co Kildare

**Bachelor of Laws International (LLB)**

University of Notre Dame Sydney**,** NSW

**Leaving Certificate**Sandford Park Secondary School

**Skills and Hobbies**

**Foreign Languages**

* Spanish – semi fluent
* French – Higher level Leaving Certificate – B2
* Irish – Higher level Leaving Certificate – C1

**Golf**

Played on several teams for Hermitage Golf Club and Luttrelstown Golf Club – lowest handicap of 8 Currently a member of Lutrellstown Golf Club

**Mooting**I have competed in several moot court competitions including The Europa Moot Court Competition.

**Debating**

I captained the Spanish debating team in 6th year and have taken place in several other debating competitions.

**Football**

I have played on and captained various teams including Mount Merrion at a highly competitive level

**Tennis**

I have captained various primary school and secondary school teams.

**Badminton**

I have captained my secondary school team and I play with Mount Pleasant competitively

**Achievements**

* Bronze Gaisce President’s Prize Award - Bronze
* School Prefect
* Educo committee member
* Global Ambassador for Study Abroad

**References**

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